

**State of Michigan
Department of Management and Budget
Vehicle & Travel Services**

**STATE VEHICLE
POLICY AND PRACTICE GUIDE
2005**

**This guide includes State of Michigan,
Department of Management and Budget
Policies and Practices for State Provided Vehicles**

Dear Driver:

This guide is prepared by Vehicle & Travel Services (VTS) of the Michigan Department of Management and Budget. These instructions are designed to assist departments and drivers in the proper use of state provided vehicles.

Only essential driving information is included. A more detailed explanation of the rules and regulations governing the operation of state vehicles is included in the Administrative Guide to State Government.

Any questions regarding procedures in this publication should be referred to Vehicle & Travel Services, 6951 Crowner Drive, P.O. Box 30026, Lansing, Michigan 48909, phone 517-322-5000.

VTS will be happy to answer any of your questions about the use and care of your State vehicle. Your commitment to driving safely and taking care of your vehicle makes you a partner with our group. We believe that our partnership will make your motoring experience a pleasant one.

**Remember to buckle up and please,
always drive safely.**

State of Michigan
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State of Michigan
Department of Management & Budget
Vehicle & Travel Services

POLICIES & PRACTICES

Add-On Equipment

Any equipment added to state vehicles must have prior written approval from VTS. All add-on equipment is the joint responsibility of drivers and departments. When additional equipment increases the operational costs of vehicles, these costs will be passed on to the department.

Air-Bag Deactivation

After review of rules relating to vehicle air bag operation, VTS is not able to allow the use of off/on switches for air bags on State provided vehicles. In those cases where reasonable accommodation is appropriate as provided for by the American Disabilities Act, VTS will review air bag deactivation requests on a case by case basis.

Approved Drivers/Usage

Vehicles are to be used for Official State Business. Official State Business is defined as travel to any function, event or location that is visited as part of official duties. The State provided motor vehicle may be used on non-duty hours on overnight assignments away from the workstation when other forms of transportation are not available. However, use is limited to the immediate vicinity of the assignment area. (See procedure 0410.02 in MI Guide to Government)

Home to office use for other than department directors and specified primary agency directors or officials must be approved by submitting the VTS-12 to Vehicle & Travel Services. (See procedure 0410.03 in MI Guide to Government)

Car Washes

Drivers are to keep the interior and exterior of their vehicles clean. VTS suggests you have your vehicle washed regularly (see guidelines).

VTS operates a car wash at its Lansing repair facility. Other car washes can be done at time of fuel fill up or at independent wash locations (see vendor listing). If you have your car washed when refueling, you may pay for the wash with your fuel card. Independent car wash vendors must be registered with the State and submit bills to the Department of Management and Budget, Financial Services.

Car wash guidelines and vendor listing with billing information can be found on the Vehicle & Travel Services website at: www.michigan.gov/dmb under Agency Services, Vehicle & Travel Services, Maintenance.

Collision and Vandalism Repair

In the event of a collision or incident of vandalism:

The driver can complete an accident report at the scene so they will have all information readily available when filing accident reports. The hand written report from the scene does not have to be turned in to Wheels or VTS. Your agency may request it, only to have it on file.

- *The Driver must:*

- File a report with local police. If the police cannot make an on-scene investigation, go to the police department and file a report.
- Report the accident to the Fleet Services Collision Center at 1-800-937-8149. The Center is open Monday through Friday, 7:00 a.m. to 5:00 p.m. Central Time.
- Roadside assistance is available 24 hours/day for towing only.
- Collisions and vandalism must be reported within 24 hours or the first working day following the incident.
- If you are provided a temporary vehicle, please contact VTS the next day to get a replacement from a VTS pool versus continuing an outside temporary rental.
- Contact Department Coordinator to determine if rental vehicle is most cost effective means of travel during assigned vehicle downtime.
- Inspect and confirm quality completion of all repairs before signing the work order after repairs are completed.

- *The Collision Center will:*

- Complete crash report over phone.

- Assess damages and determines repair action.
- Arrange for towing when necessary.
- Identify vendor for repairs.
- Arrange for alternate transportation, if necessary.
- Authorize all repairs and assure timely completion.

Fueling and Fuel Credit Cards

All drivers are required to economize by obtaining fuel at State-operated facilities. See page 11 for the list of sites and fuel available. If a State facility is not available, drivers should use the fuel credit card at self-serve sites designated through the fuel card program.

- Purchase unleaded regular gasoline only.
- Purchase of super unleaded or premium fuel is prohibited.
- Purchase of fuel at full-service pumps is prohibited.
- If the fuel card does not work or the station will not accept the card after fueling, drivers are to use form VTS 47 for reimbursement.
- Always fuel alternative fuels such as ethanol, methanol, CNG when vehicles are flex or dedicated fuels. Be sure you know how to fuel CNG by viewing the video instruction and/or following the laminated instruction card in the glove box of the vehicle.
- Fueling of rental vehicles will be the responsibility of the employee with reimbursement from the department through travel vouchers.
- Fuel cards should only be used for vehicle it is assigned to. Fueling of other vehicles or fuel cans can result in a fraudulent fueling investigation.

Fuel Credit Cards

At purchase time, you must enter odometer. All credit card charges must be itemized on the credit card receipt. Use of the fuel card is limited to:

Fuel, oil, tire repairs, car washes, fluids, windshield wipers, and lights.

State provided fuel credit cards are **not** to be used to charge other repairs, maintenance, or personal items.

Report lost, damaged, or stolen fuel cards to Wheels Fuel Management at 1-800-937-8149 immediately. Be prepared to give them your vehicle number, where you want the replacement card sent and how it is to be sent (2nd day air express, regular mail, etc.). As with any credit card, once a card is reported lost or stolen, it is removed from the system and if someone tries to use it, the stations will not honor it.

Insurance

State-operated vehicle drivers and passengers are insured under Michigan's "no-fault" insurance statute and/or the state's financial responsibility law. The certificate of "no-fault" insurance is provided with each vehicle and should be kept in the glove box of the vehicle.

Keys

If an ignition key is lost contact VTS to obtain duplicate key information and directions for obtaining replacement keys. VTS does not reimburse the cost for emergency service related to lost or locked out keys.

In cases of negligence, departments may be liable for replacement costs.

Licensing

All drivers must have in their possession a valid driver license. Departments should insure that drivers of permanently assigned vehicles have valid drivers licenses. Driver license numbers will be requested for motor pool rentals and for drivers involved in accidents with state vehicles.

Drivers of commercial vehicles must have a valid Commercial Driver License (CDL). CDL Drivers are subject to the Omnibus Transportation Employee Testing Act of 1991.

- *The Act defines a commercial vehicle as follows:*

- Single vehicles - Have a gross vehicle weight rating (GVWR) of 26,001 pounds or more.
- Combination vehicles - Having a gross combination weight (GVWR) of 26,001 pounds or more towing vehicles not more than 10,000 pounds over GVWR.
- Vehicles - Towing a vehicle with a GVWR over 10,000 pounds.
- Vehicles - Designed to carry 16 or more people (including the driver.)
- Vehicles - Carrying hazardous materials in amounts requiring placarding.

- *The Act requires:*

- Drivers **must** notify their employer of any license suspension, revocation, cancellation, or disqualification by end of the business day following notification of such license loss.
- Drivers **must** notify their employer within 30 days of any moving traffic violation conviction incurred while operating a commercial vehicle. If a violation occurs out-of-state, the state issuing the license must also be notified. (Note: Parking violations are excluded.)

- Drivers of commercial vehicles may not possess more than one driver license (state of residency).
- The employer **must** notify all affected employees of these requirements and the names of the person to notify.
- Each department must identify the person(s) within their department who are to be contacted by the employee for all licensing information.

Maintenance Assistance Program (MAP)

VTs provides a Maintenance Assistance Program (MAP) for state vehicles. MAP will direct drivers to vendors who provide service under contract. These vendors are monitored for quality of work and are lower in price because of volume discounts. MAP authorizes whether the vehicle will be repaired and authorizes payment. Drivers do not have the authority to authorize repairs.

A MAP guide is to be in the glove box of your vehicle. It identifies how to use the MAP program as well as information on the maintenance for your vehicle. Please review this booklet as soon as possible so you can take advantage of all of the many benefits the program offers.

Non-Duty Use of State Vehicles

Drivers may receive approval to utilize a state vehicle between place of work and home if one of the following conditions exist:

- A. Adequate and/or safe after-working hours parking does not exist in office vicinity.
- B. Technical equipment on or in a vehicle requires security.
- C. The vehicle is required at home by law enforcement personnel with full arrest powers or forensic crime laboratory personnel whose work assignments have both of the following:
 1. The frequency and length of work schedule is administratively unpredictable because the nature of an assignment (e.g. narcotics investigation; surveillance; crime scene examination) is dependent on criminal activity; and
 2. It is necessary to use the vehicle to complete the assignment due to the need for police equipment.
- D. A motor pool assignment is needed prior to 7:30 a.m. necessitating pick-up the preceding day.
- E. The using department determines that it is in the State's best interest to have an occasional travel assignment begin and/or end at a driver's home (enroute scheduling).

Items A, B, and C require prior Departmental and VTS approval annually. Departments must complete Form VTS-12 Annual Home To Place Of Work Approval at the departmental level and signed by the department director or his/her authorized agent, and submit it to VTS by October 1st each year.

Items D and E are for **occasional** use only and require departmental approval for each occurrence.

The value of all mileage driven between home and place of work, except for enroute travel, will be placed on the employee wage and tax statement (W-2) in accordance with IRS regulations. Reporting these mileage amounts for tax purposes shall be completed in accordance with your department's Accounting Division instructions. Currently, drivers are not required to make personal reimbursement to the state for miles driven.

Out-Of-State Travel

With departmental approval, vehicles may be driven outside of Michigan on official business. Contact Vehicle & Travel Services at 517-322-5000 to obtain the following:

- For travel in Canada
 - Certificate of registration
 - Canada Non-Resident Inter-Province Motor Vehicle Liability Insurance
- For travel in Mexico, please contact VTS for authorization

Public Conduct and Safety

Use of state vehicles is for official business only. Shopping or personal errands, in a state-operated vehicle are prohibited. (Unless approved as noted in procedure 0410.03 in MI Guide to Government). State vehicles are easily identified. Drivers should remember that they represent the State while using these vehicles.

Avoid complaints by:

- Observing all the posted speed limits and traffic rules and regulations.
- Driving safely, with everyone in the vehicle wearing a seat belt.
- Driving defensively, watching out for other vehicles.

Only state employees and/or authorized agents may drive state vehicles.

Complaints from the Public about Vehicles:

VTS maintains a written record of complaints from the public involving the use of state vehicles. In the event of a complaint, VTS contacts the department and

requests a written explanation from the driver. Drivers are required to respond to this request. Failure to reply may result in termination of vehicle privileges. Abuse of vehicle, safety and legal issues could result in termination of driver privileges.

Complaints are reviewed individually and in conjunction with driver history to determine the appropriate required action.

Radar Detectors

Radar detectors are prohibited in state-operated vehicles. They are not to be utilized, placed on the dash, or brought inside a state vehicle.

Repair and Maintenance of Vehicles

See Maintenance Assistance Program (MAP)

General Information

- A vehicle MAP guide was provided with your vehicle, which outlines the MAP program and the preventative maintenance schedule.
- Preventative maintenance must be completed as identified in the vehicle guide.
- All other maintenance must be completed immediately once an operational problem is identified.
- Check all fluid levels at regular intervals including when refueling.
- Check the vehicle owner's manual to see if the maintenance in question is under **warranty**. If you are not sure, contact MAP at 1-800-937-8149 for assistance.
- **State garage is to be utilized for service if located near Secondary Complex.**

Preventative Maintenance

- Drivers are responsible for proper maintenance of the vehicle. Review the preventative maintenance schedule in the vehicle guide for the necessary maintenance activity and frequency required.
- At scheduled intervals, work is to be completed at a contracted vendor with the State of Michigan. See page 12 for a listing of contracted vendors. Select a vendor that will provide the least amount of downtime while providing quality service.
- Provide the vendor the authorization number, vehicle number, odometer reading, and the schedule of preventative maintenance required from your MAP guide book.

- The vendor is only authorized to complete work listed on the schedule. If additional work is needed, drivers may authorize the service up to \$75.00. If the total cost will exceed this limit, the vendor must obtain approval from MAP authorization center by telephoning the number printed on back of guide before completing the work.
- It is the vendor's responsibility to obtain authorization for specific work over \$75.00.
- Billing instructions for pre-approved work is in the vehicle guide and must be followed by vendor to assure prompt payment.
- **State garage should be used for preventative maintenance service if the vehicle is near the Secondary Complex.**

Unscheduled Maintenance

- When a vehicle is not performing properly, proceed to the state garage or call the MAP authorization center 1-800-937-8149. The MAP authorization center hours are:
 8:00 a.m. to 8:00 p.m. Monday through Friday; and
 8:00 a.m. to 4:00 p.m. on Saturday.
- The authorization center will assist driver in selecting a vendor who provides quality service at a reduced price.
- The driver should proceed to the designated repair facility. If vehicle is cannot be driven, the authorization center will arrange for transporting to repair site.
- It is the vendor's responsibility to obtain authorization from the center for specific work over \$75.00. It is only with this advance authorization that a vendor is assured of payment.
- The driver must review the work order for accuracy before signing it indicating MAP approval work was completed.

Emergency repair during non-working hours

- Emergency roadside service and towing can be obtained when authorization center is closed by calling 1-800-937-8149.
- Vendor must call the authorization center for authorization of towing and any work performed, on the next working day.
- Drivers and departments are responsible for road service charges resulting from driver negligence.

Seat Belts

Drivers and all passengers in VTS vehicles (front and rear seats) must wear a properly fastened safety belt at all times.

Any driver who disengages, or otherwise makes inoperative, the safety belt in state vehicles is violating policy. Loss of vehicle driving privileges may result.

Drivers who are transporting children shall be responsible to make sure children are transported in the rear seats and wearing their safety belts.

Smoking

Smoking is **NOT** allowed in state provided vehicles at any time by anyone. Disciplinary action may result.

State Seals

State seals are a statutory requirement. Drivers are responsible for proper display of the state seal on the driver and front passenger vehicle doors. If the seal is missing or needs to be replaced, contact VTS immediately for replacements.

Storage/Parking

Storage, toll, and parking charges allowable under the “Standardized Travel Regulations” are a direct traveling expense. Paid receipts are attached to travel expense vouchers for reimbursements. Do not bill VTS.

Theft of Vehicle

Immediately report a stolen vehicle to the local police. If the police cannot make an on-scene investigation, a report must be filed at the police department. Also report all stolen vehicles to Wheels at 1-800-937-8149.

If a stolen vehicle is recovered, contact VTS immediately.

After 30 days, if the stolen vehicle is not recovered, contact VTS to process the vehicle termination and replacement.

Tickets

Payment of traffic and parking tickets is the responsibility of the driver.

Departments are responsible to ensure that drivers pay for all citations and for tickets when the department cannot determine the driver.

Travel Logs

Drivers must maintain travel logs for both permanent and daily (motor pool) vehicle assignments. The logs are to be maintained daily and retained at the department. The log is to include:

- Daily vehicle use during the month.
- Starting mileage.
- Odometer readings at each destination.
- Identification of authorized home to office miles, vicinity miles, and state business miles.

Mileage reports are to be submitted as instructed by your department. Failure to submit accurate mileage reports may result in loss of state vehicle privileges.

State of Michigan Department of Management and Budget Vehicle & Travel Services

Important phone numbers:

Collision or Vehicle Damage	800-937-8149
Emergency Service	800-937-8149
Fuel Card Replacement	800-937-8149
Glass repair or replacement	800-937-8149
Maintenance Assistance Program	800-937-8149
Vehicle & Travel Services	517-322-5000
VTs - Lansing Garage Motor Pool	517-322-5127
VTs - Downtown Pool Vehicles	517-373-7577
VTs - Vehicle Pickup	517-322-5118
VTs - Garage Maintenance Scheduling	517-322-5118

State Fuel Pumps

Location

Fuel(s)

Vehicle & Travel Services	unleaded
6951 Crowner Dr., Lansing 48917	diesel
<hr/>	
Adrian State Police Post	unleaded
2222 N. Adrian Hwy., Adrian 49221	
Cheboygan State Police Post	unleaded
1206 S. Main St., Cheboygan 49721	
Gaylord State Police Post	unleaded
563 S. Otsego, Gaylord 49735	
Grand Haven State Police Post	unleaded
1622 S. Beacon Blvd., Grand Haven 49417	
Iron Mountain State Police Post	unleaded
N. US-2, Iron Mountain 49801	
L'anse State Police Post	unleaded
PO Box 100, L'Anse MI 49946	
Manistee State Police Post	unleaded
212 Arthur St., Manistee MI 49660	
Negaunee State Police Post	unleaded
180 US-41 East, Negaunee 49866	
Newaygo State Police Post	unleaded
360 Adams St., Newaygo 49337	
Paw Paw State Police Post	unleaded
43255 60th Ave., Paw Paw 49079	
Petosky State Police Post	unleaded
1200 M-119, Petosky 49770	
Reed City State Police Post	unleaded
825 S. Chestnut St., Reed City 49677	
Rockford State Police Post	unleaded
345 Northland Dr., Rockford 49341	
Sandusky State Police Post	unleaded
90 W. Sanilac, Sandusky 48471	
Sault Ste. Marie State Police Post	unleaded
3900 I-75 BR, Sault Ste. Marie 49783	
St. Ignace State Police Post	unleaded
901 Graham Ave., St. Ignace 49781	
Stephenson State Police Post	unleaded
W5420 County Road 354, Stephenson 49887	
Traverse City State Police Post	unleaded
218 W. 14th St., Traverse City MI 49684	
West Branch State Police Post	unleaded
496 E. Houghton, West Branch 48661	
White Pigeon State Police Post	unleaded
101 US 131 North, White Pigeon 49099	

Service Suppliers

Bridgestone

Jiffy Lube

Firestone

Michelin

General Tire

Pep Boys

Goodyear

Speedy Muffler

Valvoline

**or other suppliers by calling MAP at
1-800-937-8149**